



Annual Reporting Form

OMB No. 2050-0139
Expiration Date: May 31, 2004

Please refer to the reporting instructions and the sample Annual Reporting Form when completing this form. Reliable estimates of your WasteWise results are important. If you have questions, call 800 EPA-WISE (372-9473) or e-mail <ww@cais.net>. Annual Reports also can be submitted electronically from the Partner Network section of the WasteWise Web site, <www.epa.gov/wastewise>.

For Reporting Period from 1/1/00 to 12/31/00 Please submit by July 16, 2001

Section I - Participant Information

Organization Name: _____ Phone: _____

Principal Contact: _____ E-mail: _____

Facilities included in report and number of employees: _____

NAICS Code (if available) _____

Section II - Waste Prevention

Describe your activities under the three waste prevention WasteWise goals undertaken in 2000. Please describe the primary material and product targeted in the activities from the attached lists. **Please do not include recycling data here—recycling collection activities should be reported in Section III.**

WASTEWISE GOAL 1: Description of Activity

WASTEWISE GOAL 2: Description of Activity

WASTEWISE GOAL 3: Description of Activity

Section III - Recycling Collection

1. For the materials that you collected for recycling as a result of activities undertaken in 2000 under the WasteWise program, please indicate the pounds collected of each material in the **WasteWise Amount** column, if you are able to separately measure this amount. Please describe (in the space provided in Section V) how you are able to distinguish the results of your efforts to meet your WasteWise recycling goals, as contrasted to the results of other recycling activities you may have conducted or other factors affecting recycling efforts.
2. If you are not able to separately measure the amount collected under the WasteWise program, please indicate the total pounds collected in 2000 of each material in the **2000 Amount** column. Please also share your total recycling activities, in addition to reported WasteWise amounts, if you can.
3. Total the figures at the bottom of each column.
4. To indicate your 2000 WasteWise recycling collection goals, select the activities (see shaded box) that best describe each goal. Enter the corresponding activity number(s) in the **Activity Box** next to each material that you collected **as part of a WasteWise goal**, regardless of whether you are able to measure the amount collected.

NOTE: If you report both a WasteWise Amount and a 2000 Amount for a specific material(s), the 2000 Amount should include the WasteWise Amount.

Materials		WasteWise Amount	Activity Box	2000 Amount	
		Pounds		Pounds	
Paper	Corrugated	_____	<input type="text"/>	_____	Activities Corresponding to WasteWise Goals 1- Education/ Outreach 2- Investigate recycling opportunities (e.g. waste audits) 3- Collect new material(s) for recycling 4- Reduce contamination by non-recyclables 5- Increase amount collected of an existing recycled material 6- Establish measurement system 7- Expansion or continuation of a previous year's goal 8- Other (please describe below)
	Office paper (high grade)	_____	<input type="text"/>	_____	
	Office paper (mixed)	_____	<input type="text"/>	_____	
	Magazines	_____	<input type="text"/>	_____	
	Newspaper	_____	<input type="text"/>	_____	
Plastics	PET	_____	<input type="text"/>	_____	
	HDPE	_____	<input type="text"/>	_____	
	PVC/vinyl	_____	<input type="text"/>	_____	
	LDPE	_____	<input type="text"/>	_____	
	Polypropylene	_____	<input type="text"/>	_____	
	Polystyrene	_____	<input type="text"/>	_____	
	Other/mixed plastics	_____	<input type="text"/>	_____	
Metals	Aluminum cans	_____	<input type="text"/>	_____	
	Other aluminum	_____	<input type="text"/>	_____	
	Other nonferrous metals	_____	<input type="text"/>	_____	
	Steel cans	_____	<input type="text"/>	_____	
	Other steel	_____	<input type="text"/>	_____	
	Other ferrous metals	_____	<input type="text"/>	_____	
Other	Glass containers	_____	<input type="text"/>	_____	
	Food scraps composted off-site	_____	<input type="text"/>	_____	
	Yard trimmings composted off-site	_____	<input type="text"/>	_____	
	Wood	_____	<input type="text"/>	_____	
	Other (describe)	_____	<input type="text"/>	_____	
Total Recyclables		<input type="text"/>		<input type="text"/>	

OPTIONAL: Changes in Expenditures. Please describe such changes associated with your organization's 2000 WasteWise recycling goals by category (e.g., changes in disposal costs).

Section IV - Buying or Manufacturing Recycled-Content Products

Please describe the recycled-content product changes in 2000 under your WasteWise program. Such actions could include the following (check all that apply):

- ☐ Research new products;
- ☐ Purchasing products for the first time with recycled-content (e.g. replace a virgin product with a recycled-content product);
- ☐ Education programs on buying recycled;
- ☐ Changes in the amount of recycled content in products your organization had previously purchased with recycled-content;
- ☐ Changes in the quantity of products purchased with recycled-content;
- ☐ Developing purchasing specifications, policy, or guidance documents;
- ☐ Tracking and measuring purchases;
- ☐ Testing product performance; and
- ☐ Encourage vendors to carry more recycled-content products.

Where possible, please provide specific information, such as materials and products (choose from the attached list), percent average recycled-content, and pounds of product purchased.

TOTAL RECYCLED-CONTENT PURCHASES (OPTIONAL):

Please indicate how recycled-content product purchases compare with your total purchases:

Total amount spent on products with recycled-content \$ _____

Recycled-content product spending as a percent of total product spending _____%

FOR MANUFACTURERS ONLY

Please complete the following information if you changed the amount of postconsumer material in products manufactured by your organization in 2000.

Product (choose from list)	Postconsumer Material (choose from list)	Previous Postconsumer Content (%)	Postconsumer Content (%) in 2000	Pounds of Postconsumer Material Used in 2000
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Section V - Comments

Please attach any additional information you would like to share about your activities (e.g., external promotion of WasteWise, employee education, etc.) or comments about the WasteWise program. With permission from individual organizations, EPA will share successes with others.

Please attach any additional information you can share about your measurement methodology, including ways to better distinguish WasteWise results from actions taken for other reasons (e.g., to meet state and local mandates). Please also discuss factors that might affect your ability to reliably determine the effect of your WasteWise program, in order that we can better interpret the data you provide.

Please sign and mail to EPA at:

WasteWise Program
U.S. Environmental Protection Agency (5306W)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Or you can fax your form to us at:

703 308-8686

Signature of Principal Contact _____ Date _____

Print Name _____ Title _____

Materials List

This list contains the most common materials of which products are made. An incomplete list of products is provided after certain paper types to help describe the material. Products listed are sometimes made with other materials. If you do not see your material on this list, please write in your material in the appropriate section of the reporting form.

Glass

Metals

- Iron
- Steel
- Other ferrous metals
- Aluminum
- Other non-ferrous metals
- Mixed metals

Organics

- Agricultural wastes
- Biosolids
- Food
- Grass
- Leaves/brush
- Other yard waste
- Mixed organics
- Wood wastes

Paper

- Boxboard (e.g., shoe box, cereal box)
- Coated (e.g., magazines, thermal fax paper)
- Corrugated
- High grade/office paper (e.g., copier paper, memo pads, tablets)
- Kraft/brown paper (e.g., bags, wrapping paper)
- Mixed paper (e.g., tissue paper, directory paper, large envelopes)
- Newsprint

Plastic

- PET (SPI = 1)
- HDPE (SPI = 2)
- PVC/Vinyl (SPI = 3)
- LDPE (SPI = 4)
- Polypropylene (SPI = 5)
- Polystyrene (SPI = 6)
- Mixed plastics

Other Materials

- Batteries
- Brick
- Concrete/cement
- Fiberglass
- Glue/adhesive
- Gypsum (e.g. drywall)
- Ink
- Leather
- Paint
- Porcelain
- Rubber
- Sand/soil/dirt
- Textiles
- Unspecified construction/demolition debris
- Wood

Products List

This list contains common products on which WasteWise partners report. If you do not see your product on this list, please write in your product in the appropriate section of the reporting form.

Office Supplies

Adding machine tape/register ribbon
Business cards
Calendars
Computer disks
Computer/printer paper
Copier paper
Envelopes
Fax cover sheets
Fax paper
Folders/notebooks/binders
Inter-office envelopes
Memo pads
Name badges
Pens/pencils/markers
Post-it notes
Recycling containers
Stackable bins
Stationery
Toner cartridges
Transparencies
Trash receptacles
Typewriter cartridges
Typewriter/computer ribbon

Written Communication/Publications

Bulk mail
Catalogs
Forms
Magazines
Newspapers
Telephone books

Electronic Equipment/Supplies

Cameras
Computers
Fax machines
Photocopiers
Printers
Telephones
Video/audio cassettes/tapes

Janitorial/Cafeteria Supplies

Cafeteria trays
Cups
Facial tissues
Kitchen utensils
Napkins
Pitchers
Plates
Straws
Toilet paper
Towels

Primary Packaging Materials (PP)

PP - Bags
PP - Bottles
PP - Boxes/containers/cartons
PP - Cans
PP - Drums
PP - Tubes/cores/cones

Secondary Packaging Materials (SP)

SP - Bags
SP - Boxes/containers/cartons
SP - Package filler
SP - Shrink wrap
SP - Stretch wrap
SP - Strapping
SP - Tissue paper
SP - Tubes/cores
SP - Bubble wrap
SP - Wrapping
SP - Packaging peanuts

Transport Packaging Materials (TP)

TP - Bags
TP - Boxes/containers/cartons
TP - Buckets/pails
TP - Crates
TP - Drums
TP - Pallets/skids
TP - Shrink wrap

TP - Stretch wrap
TP - Strapping
TP - Totes

Furniture

Chairs
Desks
Filing cabinets
Panel systems
Picnic tables

Building Products

Carpeting
Ceiling Tiles
Flooring
Foundation and walls
Framing
Insulation
Paint
Roofing
Windows

Other Products

Batteries
Clothing
Compost
Cylinders
Fabric
Film
Gloves
Industrial absorbent
Liners
Reinforced wipes
Seat covers
Tires
Yarn